



Redeemer Presbyterian Church Job Description

Position: Assistant Events Manager, Evenings & Weekends

FLSA Status: Exempt

Band: 5

Department: W83 Ministry Center, West Side

Work Hours: Part-time A (30 hours per week)

Wednesday - Friday, 4pm - 10 pm; Saturday and Sunday (hours may vary)

Date: June 12, 2017

Position summary

The Assistant Events Manager supervises events staff and events production in the evenings and weekends at W83 Ministry Center. Reporting to the Events Manager, the Assistant Events Manager provides support to the Events department by managing clients, supervising events on site, fielding immediate building needs on site, and overseeing events and operations staff on site. The Assistant Events Manager serves as the main client lead on site during evening and weekend events to create an appealing experience for all guests.

Job description

- Supervise events (evenings, weekends) and manage staff responsible for event production activities
- Conduct walk-throughs with clients and vendors
- Provide additional support as needed for special events (i.e. memorial services, weddings)
- Assist Events Manager with project management of client accounts
- Ensure day of event goes smoothly
- Serve as a main client liaison during event
- Responsible for managing immediate building needs on site (i.e. adjusting sanctuary and loft temperatures)

Qualifications

At least three years of experience in events services including staff management and customer service. Excellent organizational, written and verbal communications and time management skills. Proficiency with basic computer applications including Microsoft Office and Google Drive. Flexibility in schedule to work evenings and weekends. Commitment to a high level of service and mature professionalism.

Skills & Experiences

Excellent communication and customer service skills. Ability to consistently deliver a high level of service in

supporting the mission of Redeemer Presbyterian Church and ensuring that W83 Ministry Center's programs and activities receive maximum support through the delivery of excellent service. Capacity to work independently and use sound, professional judgment and think innovatively. Develop and apply necessary programs, strategies and activities to meet department goals and objectives. Capacity to function effectively under time constraints and when managing multiple, equally critical demands.